



King County
TREASURY MANAGER
DEPARTMENT OF EXECUTIVE SERVICES
FINANCE AND BUSINESS OPERATIONS DIVISION
FINANCIAL MANAGEMENT SECTION
Annual Salary Range \$84,112 - \$106,617
Job Announcement: 06TS5841
OPEN: 2/8/06 CLOSE: 2/22/06

WHO MAY APPLY: This position is open to qualified career service employees and current probationary employees who achieved career service status in a previous position who are currently employed in the Finance and Business Operations Division.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attention.: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7th Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at **HR.FBOD@metrokc.gov**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume, and a brief cover letter expressing why you are interested in the position. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

WORK LOCATION: Exchange Building, 7th Floor, 821 Second Ave Seattle, WA 98104

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally Monday through Friday, 8:00 a.m – 5:00 p.m. May be required to work extended and/or flex scheduled work hours to respond to service needs.

PRIMARY JOB DUTIES INCLUDE: This position manages the Treasury Operations Section (TOS) within the Finance and Business Operations Division. The position oversees billing and collection of all real and personal property taxes in King County, gambling taxes and local improvement district assessments; receipt and investment of all County and political sub-jurisdiction funds (school, fire, water and sewer districts, etc.); issuance and payment of the County's debt instruments; and formulating and implementing related financial policies. Work is performed under the general direction and guidance of the Finance and Business Operations Division Director. Participate as a member of the division's management team in division policy development, administrative planning and addressing division issues.

- Manage staff responsible for the administration and implementation of policies relating to property tax billing and collection, cash management, including procedures for the receipt of revenues and investment of funds, and debt management, which comply with County, State and Federal laws, regulations and resolutions and related treasury administrative functions.
- Coordinate the investment of County funds with King County Executive Finance Committee.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Review and respond to issues relating to interpretation of cash and investment balances of the County and its junior taxing districts.
- Manage assignments related to property tax billing, collections and distribution; cash management; investments and debt issuance processes, including reporting.
- Review and approve expenditure documents for TOS and oversee the development of the annual budget.
- Consult with and advise the Finance and Business Operations Director, other Division Managers, and taxing jurisdictions on revenue projections, cash management, and investment policies and procedures.
- Evaluate TOS staffing, staffing levels, and work assignments and make necessary recommendations to Division Director; set performance standards for TOS staff and evaluate performance.
- Make presentations to County Administrative Officer, Division Director and other groups.
- Educate key supervisors and staff on successful treasury management to assist them with decision making.
- Prepare or manage preparation of special reports, supporting documents, working papers for Federal, State and County property tax, cash management, and investment audits. Prepare or manage preparation of various cash flow analyses.
- Make recommendations to Finance and Business Operations Division Director regarding county-wide policies or procedures related to treasury operations, or division-level policies and procedures.
- Represent TOS before elected officials, committees, and junior taxing districts; offer advice and recommendations; provide information on and promote departmental goals and services.
- Make recommendations and revisions to established County ordinances, policies and procedures as required.
- Manage the development of procedures for the management of the County's investment portfolio and other related activities; review and recommend amendments and revisions to codes and ordinances dealing with cash management, investment activities and billing and collection of property taxes.

QUALIFICATIONS:

- Bachelor's degree in Finance, Banking, Accounting, or Economics or related field or the equivalent combination of education and experience.
- Four years of progressively responsible experience in managing a complex public sector operation involving budget or finance activities.
- Strong knowledge of or experience with broad array of management responsibilities, including budget preparation, monitoring and control; human resource management; employee mentoring and training; resource planning and allocation; business presentation preparation and delivery; policy and procedure development; legal and technical information analysis; and internal control development. Knowledge of modern business management practices and techniques.
- Experience in dealing with Federal and State laws relating to investment of funds, debt management, or billing and collections of property taxes.
- Experience with large/complex information systems.
- Experience with principles, methods and practices of cash management, investment performance reporting, debt issuance, auditing, or budget preparation and control.
- Strong customer service skills dealing with a wide array of customers (citizens, governmental agencies, elected officials, etc.).
- Experience or knowledge of tax collection and processing techniques.
- Highly developed oral and written communications skills, including skills in communicating effectively with elected officials, management, junior taxing districts, attorneys, and the general public.
- Experience handling difficult people and resolving conflicts; ability to communicate complex information to customers.

- Experience in organizing, prioritizing and managing multiple programs and projects with inflexible deadlines.
- Skills in developing, articulating and defending policy before conflicting interest groups.

DESIRABLE QUALIFICATIONS:

- Bachelor's degree in Finance, Banking, Accounting, or Economics.
- Management of a treasury office for a large and complex governmental agency.
- Knowledge of Federal and State investment laws and regulations.
- Knowledge of large/complex taxing district.
- Knowledge of the principles, methods and practices of investment performance reports, auditing and budget preparation and control.
- Knowledge of modern business management practices.
- Knowledge of ability to analyze and synthesize legal and technical information and to present such information.
- Knowledge of investment portfolio management.
- Knowledge of budgeting techniques and principles.
- Knowledge of auditing and internal control practices and principles.
- Knowledge of Sungard Treasury Resource and Bloomberg Financial systems.
- Knowledge of financial analysis techniques and principles.
- Knowledge of human resource management and training.
- Knowledge of customer service techniques.
- Knowledge of cash management, investments and debt issuance.
- Knowledge of planning and resource allocation skills.
- Knowledge of tax collection techniques.
- Skill in presenting technical and business presentations, convincing others to initiate actions.
- Skill in reading comprehension and reasoning.
- Skill in reading comprehension and reasoning.
- Skill in developing policies and procedures.
- Highly developed oral and written communications skills.
- Skills in organizing, prioritizing and managing multiples programs and projects with inflexible deadlines.
- Skills in analyzing legal and technical information.
- Skills in communicating with elected officials, management, junior taxing districts, attorneys, and the general public.
- Skills in monitoring cash flow position to maintain liquidity.
- Skills in the sale of public bonds.
- Skills in developing, articulating and defending policy before conflicting interest groups.
- Skills in managing treasury operations.
- Skills in analyzing and communicating complex information to customers.

SELECTION PROCESS: The applicants who meet the required qualifications and indicate that they possess the most competitive background in directly related experience, knowledge, and training will be called for interviews.

UNION MEMBERSHIP: This position is not represented.

CLASS CODE: 213901